

ADMINISTRATIVE ASSISTANT REPORT

August 2010

08/20/10

1. TAXES:

- a. The August tax collection settlement has been received from Ashland County and deposited.
- b. Everyone has received the 2010 Equalization Report from the Department of Revenue. The Statement of Assessment has been completed by Patty Hobin, Town Clerk (*thank you Patty!*) and sent to the WI Department Of Revenue.

2. FINANCIALS:

- a. Ted & I will begin working on the 2010 Responsible Unit Grant (RUG) Application (recycling) shortly. This grant application is due to the Dept of Natural Resources (WI DNR) by October 1st.
- b. I need to schedule at least a couple days next week to catch up on billings. At least two full days will be needed to ambulance billings & insurance correspondence. Quite a bit of time has already been spent this past month on ambulance billing and HIPPA notices, but the run reports and insurance questions & forms keep coming in.
- c. Reimbursement requests have been sent to the WI Dept of Transportation (WI DOT) & the State of WI DNR for their shares of the Hagen Road Bike Lane. Funds have been received from the WI DNR for the three requests that were submitted. The DOT has paid one reimbursement request, but two are still outstanding. The funds should be arriving shortly. The engineer hired by the DOT to review all projects had a couple questions regarding quantities billed to the Town. The questions were answered and he was going to sign off on the pay requests. A reimbursement request has been submitted to WI DNR for the stairs that were installed at the North End Lake Access.
- d. I'm finishing up the final requests from the auditors for the year ending 12/31/2009. The placement of gravel and the inventory at year end is pretty much all that is left. The auditors will then prepare the DRAFT audit report and a DRAFT Discussion & Analysis letter/report. The Discussion & Analysis is to provide an overview and a comparison, by the Town of the Town's financial activities for the previous year. It will be presented it to the Town Board for approval. Once this is approved, it will be incorporated into the final audit report.
- e. The 2010 Budget Transfers from General Funds into the various Designated Funds can be completed if you so choose. In the past, the budget transfers were done in August, so that when the budget worksheets were prepared, the transfers were reflected in the figures. Unless I hear otherwise, I will have the treasurer make those transfers at the end of August. Please see the attached spreadsheet reflecting the accounts and request amounts.
- f. 2010/2011-budget information and worksheets will be set up. A tentative 2011 budget time-line has been drafted and given to the department heads and is attached. I'll start working on setting up the 2011 budget worksheets for each department shortly. Please let me know if these dates do NOT work for the Town Board.
- g. As soon as the audit is completed, I'll be able to close out 2009. The accounting software program general ledger isn't working properly to carrying over balances from the end of 2009 but is functioning enough to get the monthly reports compiled.
- h. A check in the amount of \$2,000 was received from Ashland County towards the town's Tennis Court project that was done last year.

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3. MISCELLANEOUS:

- a. There is a WTA/UW-Ex workshop to be held in Cable in September. The notice was in everyone's WTA magazine. Is anyone interested in attending? If so, please let me know. I am thinking about attending as some it deals with budgeting, payroll & finances.
- b. With the laws changing pertaining to employee benefits, tax exempt wages (federal exempt but not state), some benefits taxable and some not, state level not as high as federal levels, etc. as well as the problems closing or balancing the monthly reports generated by the accounting software program, I think the town may need to go to a difference accounting software package. It's not really something I look forward to, but the Town deals with a lot more accounting issues than most WI town and the software needs to be able to keep up with this, and the current software isn't. This will be discussed at budget time, but it will be a large undertaking.
- c. Another item to discuss at budget time is the Town's Personnel Policy. Glenn has volunteered to help sort through the files pertaining to payroll, personnel, benefits, etc. and organize. He will then organize the actual Personnel Policy so it is easier to make changes and reference sections (a codification of the policy, so to speak). So many sections of the Personnel Policy need to be updated and clarified. We have a running file of all the questions, gray areas, contradictions, vagueness that should be addressed.

Respectfully submitted,

Barb Nelson

Administrative Assistant/Deputy Clerk